

Class Code 5604/Nonexempt  
Position Title Technician  
Working Area Purchasing/Procurement Technician  
Effective Date October 1, 2002



## **JOB DESCRIPTION**

### **Scope**

Technical work in the procurement process, maintaining data in the automatic procurement systems, assisting in e-procurement issues, procurement website and other technical functions that require compiling data, research and reports.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Perform research, collect data, compile reports. Assist vendors with registration. Review procurement documents. Explain to internal and external customers procurement requirements. Respond to inquiries. Review files. Resolve e-procurement issues. Assist in bid opening and contract close-out. Set up proposal evaluation and presentation meetings. Prepare and manage division budget; obtain supplies for division.

### **Minimum Qualifications**

#### **Knowledge and Skills**

General knowledge of procurement principles and policies. Ability to effectively and diplomatically meet and interface with contractors and County personnel. Experience in determining what information is needed, compiling, extracting data, and manipulating information from various procurement systems to create reports.

#### **Education**

Associate Degree and one (1) year of related procurement experience. Prefer governmental procurement experience, professional certification in procurement. *A comparable amount of education, training, or experience may be substituted.*

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most job duties either sitting at a desk, table or workstation. Incumbents in this position would be exposed to radiant energy from a personal computer.